

READVERTISEMENT

***Please note addition of Training Assignment and updated transcript information.**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604**

VACANCY ANNOUNCEMENT

October 11, 2007

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TITLE:	Risk Communication/Special Populations Coordinator
POSITION NO:	07159
LOCATION:	Public Health & Safety, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, October 25, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is due at time of application.

If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position serves as a Disaster and Emergency Management Specialist for the division and is responsible for developing, integrating, and monitoring state and local-level planning and preparedness activities; coordinating outreach, training, and related functions in support of ongoing program operations and activities; and performing a variety of other duties as assigned, including serving on related communication committees to represent the

department, serving as Operations Manager for the Emergency Public Information Center, and serving as department backup for the Public Affairs Officer and Media Relations Specialist. This position reports to the Program Coordinator, designee, or section supervisor and does not directly supervise other agency personnel unless otherwise indicated.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of public health education and disease prevention; strategic planning and program development; and youth, adult, and community education principles; business, technical, and media communications; and federal, state, and department regulations and requirements pertaining to public health programs.

Skills: Skill in developing program plans and operational models according to unique community needs and funding requirements; analyzing, interpreting, and applying public health standards and regulatory requirements to unique situations; operating standard office technologies and software; developing and delivering public presentations and outreach materials; and excellent oral and written communication.

Abilities: Ability to communicate effectively verbally, nonverbally, and in writing; listen effectively and actively seek constructive feedback; focus efforts and energy on successfully attaining organizational goals and objectives; make difficult decisions; and use reason and logic to identify and solve problems.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in public health, education, behavioral/social sciences, or communications-related field **AND** three years of job-related experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Copy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of*

Education are acceptable to meet education requirements).
If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview;

4. Resume is required at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: Risk Communication/Special Populations Coordinator
Position: #07159
Location: Public Health & Safety, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. What steps would you take to develop a statewide publicity campaign to promote a preparedness related issue?
2. Please describe a specific example of a risk communication or health communication campaign or activity that you have developed, coordinated, or provided. Describe your specific role, the target population(s), and any partnerships that were employed to carry out this effort.
3. Please detail your experience working with and/or addressing the needs of special populations (i.e. people with disabilities, minority populations, elderly, non-English speaking individuals, etc).